



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 14-104**



<http://dmva.alaska.gov/employment.htm>

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| POSITION TITLE: Security Forces Craftsman | AFSC: 3P0X1 | OPEN DATE: 3 SEPTEMBER 2014 | CLOSE DATE: 18 SEPTEMBER 2014 |
| UNIT OF ACTIVITY/DUTY LOCATION: 213 th Space Warning Squadron, Clear Air Force Station, Alaska | | GRADE REQUIREMENT: Minimum: E6 Maximum: E7 | |
| SELECTING SUPERVISOR: SMSgt McPherson | VACANCY 00847831 | PHYSICAL PROFILE: PULHES – 222121 | |

AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (**ANY AFSC**)

Area 2 Alaska Air National Guard members (**ANY AFSC**)

Area 3 Nationwide (Military members eligible for membership in the AKANG (**MUST HOLD ADVERTISTED AFSC**))

All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Perform security force (SF) activities in direct support of Nuclear Enterprise; weapon system and physical security; law and order; combat arms and area security operations
- Perform force protection duties employing up to the use of deadly force to protect personnel and resources
- Protect nuclear and conventional weapons systems and other critical resources. Perform air base defense functions contributing to the force protection mission
- Defend personnel, equipment, and resources from hostile forces throughout the base security zone of military installations
- Operate in various field environments, perform mounted and dismounted individual and team patrol movements, tactical drills, battle procedures, convoy, military operations other than war, antiterrorism duties, and other special duties
- Operate communications equipment, vehicles, intrusion detection equipment, individual and crew-served weapons, and other special purpose equipment
- Apply self-aid buddy care and life saving procedures as first responders to accident and disaster scenes
- Provide armed response and controls entry to installations and protection level resources
- Detect and report presence of unauthorized personnel and activities and implements security reporting and alerting system
- Enforce standards of conduct, discipline, and adherence to laws and directives
- Direct vehicle and pedestrian traffic; investigates motor vehicle accidents, minor crimes, and incidents; and operates speed measuring, drug and alcohol, and breath test devices
- Secure crime and incident scenes; apprehends and detains suspects; searches persons and property; and collects, seizes, and preserves evidence
- Conduct interviews of witnesses and suspects and obtains statements and testifies in official judicial proceedings
- Respond to disaster and relief operations and participates in contingencies
- Develop plans, policies, procedures, and detailed instructions to implement SF programs
- Plan, organize, and schedule SF activities and provides oversight, guidance, and assistance to commanders with the application of physical security and force protections in support of priority resources
- Operate pass and registration activities and supervises and trains SF augmentees
- Employ and utilize the Incident Command System construct during emergency planning, response recovery operations. Inspects and evaluates effectiveness of SF personnel and activities
- Lead, manage, supervise, and implement ground weapons training programs
- Control and safeguard arms, ammunition, and equipment and instructs ground weapons qualification training
- Provide guidance on weapons placement to security forces and ground defense force commanders
- Inspect ground weapons and replaces unserviceable parts and analyzes malfunctions by inspection and serviceability testing
- Use precision gauges, testing instruments, and special tools to adjust parts and operating mechanisms
- Function-fires weapons for accuracy and serviceability. Control and operates firing ranges and associated facilities to include supervising construction and rehabilitation
- Perform additional duties as assigned

SPECIAL REQUIREMENTS:

Self-Executing Title 10 Orders for Federal Operational Missions: As a condition of employment, incumbent will be required to execute a voluntary consent statement which sets forth their consent to be recalled to Title 10 duty pursuant to 10 U.S.C. B 12301 (d) for federal operational missions.

Irregular Schedule & TDYs: Incumbent will be required to work shifts, holidays, weekends and extended hours

INITIAL ELIGIBILITY CRITERIA

- **SECURITY CLEARANCE – Secret (eligible to obtain)**
- **APTITUDE REQUIREMENT – General – 33**
- Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*
- Distance visual acuity correctable to 20/20 in one eye and 20/30 in the other
- Pre-service cannabis/synthetic drug use cannot exceed nine times or used within one year of entrance into the 3P Career Field
- No history of excessive alcohol use or been arrested in the past two years for two or more alcohol related incidents regardless of disposition, except when proven not guilty
- Have not sniffed or used a substance to obtain an altered consciousness state from aerosol spray, lighter fluid, petro chemical, adhesives, Freon, or any other chemical for a purpose not intended for use
- No more than one active wage garnishment for delinquency. No more than two delinquent charge off/collection (>= 30 days) payments within last two years
- Within three years prior to entry into military service, not have been terminated from civilian employment more than twice for reasons of misconduct, theft, or alcohol use
- Must not have used/distributed/manufactured illicit narcotics as defined in schedule I/II or been arrested for any narcotics in schedules I through V
- No record of sleep disorders to include, but not limited to, sleep apneas, insomnias, hypersomnias, narcolepsy, or restless leg syndrome
- No current diagnosis of Attention Deficit Disorder/Attention Deficit Hyperactivity Disorder or Perceptual /Learning Disorder(s), with no use of medication(s) to treat same in the last 12 months
- No history of mood disorders including bipolar disorder, major depression, dysthymia, or depression not otherwise specified
- No recorded evidence of personality disorder, sustained or untreatable emotional instability to include depression, or suicidal behavior to include attempts, gestures, ideations, threats or history of self-mutilation
- Qualification to bear firearms according to AFI 31-117, *Arming and Use of Force by Air Force Personnel*

See page 3 for Additional Initial Eligibility Criteria, Preferred Qualifications and All Required Documents for Considerations

!!! IMPORTANT NOTICE!!!

Applications will be screened AFTER the job closing date, not prior. Please review your application for accuracy prior to and compliance prior to submission to JFHQ-AK/HRO.

**** SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT****

Application packages will not be accepted after the advertised Close Date.

It is extremely important to follow the application instructions contained in the job announcement.

IMPORTANT NOTES:

Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/disqualification.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted MPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

APPLICATION REMINDERS:

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in 1 single PDF package with **NO** blank pages emailed to AKNG-Apply@mail.mil, please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide [AMRDEC](https://safe.amrdec.army.mil) and its customers an alternative way to send files other than email. SAFE supports file sizes up to **2GB**. (<https://safe.amrdec.army.mil>)

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume.

FREQUENTLY ASKED QUESTIONS (FAQ):

Q: How do I create one PDF file when some documents have electronic signatures?

A: Print all documents and scan as one document. Ensure that blank pages are not included in final PDF prior to sending to application.

Q: If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?

A: No. HRO contains criteria and application procedures unique to a specific position. Criteria vary with each advertised position; however, all positions require eligibility for AKANG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

Q: If I want to apply for more than one position, can I send one package for all?

A: No. Separate packages are required for each position.

Q: What does "Immediately promotable" mean?

A: Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to ANGI 36-2502 for Airman, ANGI 36-2504 for officers.

Q: May I find out who or how many others applied for the position?

A: No. We will not release any information on any applicant.

Q: How do I pull my vMPF RIP?

A: Log into the AF Portal. Select "virtual MPF" under Top Links (left hand side of home page). Click on "Record Review/Update" (lower left corner). Click on "View/Print All Pages".

Q: Do I need to submit an AF Form 422 with PULHES?

A: Yes. An AF Form 422 must be submitted with ALL applications. If an AF Form 422 is not available for some reason, a World Wide Duty Statement can be in replacement of your AF Form 422.

Q: How will I be notified if I am selected?

A: Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

Q: How long would my AGR tour be?

A: As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance.

ADDITIONAL INITIAL ELIGIBILITY CRITERIA

- Never been convicted by a general, special, or summary courts-martial. Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) which resulted in either reduction or suspended reduction in grade, or correctional custody for offenses involving substantiated drug abuse as defined in AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, acts of larceny, wrongful appropriation, robbery, burglary, housebreaking, misconduct in combat defined in UCMJ articles 99-106, or any act that harms or has the potential to harm the physical safety or well-being of animals to include Military Working Dogs
- Never been convicted by a civilian court of a Category 1, 2, or 3 offense, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying
- No speech disorder or noticeable communication deficiency as defined in AFI 48-123
- Individuals who have had their spleen removed are not eligible for assignment to the military working dog program or any canine functions
- Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*
- No diagnosed fear of acrophobia (fear of heights) or confined spaces
- No documented record of gang affiliation
- No fear of working around nuclear weapons or nuclear components
- **Upon selection, approval of Exceptional Family Member Program is Required for members with dependants**

PREFERRED QUALIFICATIONS

- Knowledge of: Weaponry, laws, directives, programs, policies, and procedures governing SF activities; installation security; weapon system and resource security; anti-terrorism; law enforcement and investigations; military working dogs; air base defense; training; pass and registration; civilian work force; and combat arms
- Experience supervising or performing functions such as weapon systems and resource security, air base defense, law enforcement, military working dog functions, or combat arms functions
- Demonstrated ability to apply supervisory administrative responsibilities to include, but not limited to AFI 36-2406, AFI 36-2803, AFI 36-2905, AFI 36-2618, and AFI 1-1
- Highly effective communicator in both oral and written form
- Knowledge of Clear AFS mission and its significance to national security

INSTRUCTIONS FOR APPLICANTS

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| Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities | Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program | IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD |
| Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required | Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status | An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u> |
| AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i> | If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee | Any further questions regarding the AGR program may be answered in ANGI 36-101 |
| ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...." | | |

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to AKNG-Apply@mail.mil. Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-10 are required by the Human Resource Office to determine initial qualifications.* If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position **dated 20131111** (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 6 months)
5. Copy of Valid State Driver's License
6. Last 3 Enlisted Performance Evaluations (If applicable)
7. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
8. CURRENT AGR/Mobility/ADSW Orders (If applicable)
9. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
10. Signed Statement of Agreement to Retrain (If applicant does not possess AFSC) (Available on <http://dmva.alaska.gov/employment.htm>)
11. Letters of Recommendation will be accepted

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **NO** blank pages.

PDF File Name should be: (Position Announcement Number) Last name, First name, Grade (Example: **ANG 14-104 Doe, Jane E1**)

Email Subject should be: (Position Announcement Number) (Example: **ANG 14-104**)

Email Application Package to AKNG-Apply@mail.mil

QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.